9 FAM PART IV APPENDIX E, 200 TYPES OF CORRESPONDENCE

(CT:VISA-708;   02-23-2005)
(Office of Origin: CA/VO/L/R)

9 FAM 201 CABLES

9 FAM 201.1 Appropriate Use of Cables

(CT:VISA-708;   02-23-2005)

a. *You* should use a cable in answer to a *cable*, whenever *a front channel message is required*, or whenever it is deemed advantageous to the efficiency of the section's operations. It *may be* advantageous to send a *cable* whenever its use will significantly reduce the time required to resolve a particular matter, and when the brevity of the material to be transmitted and the absence of attachments make the use of a *cable* practical.

b. The Department does not have hard and fast rules about when *cables* should or should not be used, and leaves the choice up to the consular officer and the post.

9 FAM 201.2 Preparing Cables

(CT:VISA-708;   02-23-2005)

The majority of cables between the Department and Post are for agency name-checks, security advisory opinions (SAO) and other advisory opinions. Cables relating to cases will be generated using the appropriate consular software; non-immigrant visas (NIV), immigrant visas (IV) or Independent Namecheck (INK). All security advisory opinion cables should be generated electronically. For cables created outside the Consular software, the following guidelines apply.

a. The caption line of *cables* concerning visas should have "VISAS" or "VISAS (plus code-word)".

b. A distribution slug indicating the symbol(s) for the division(s) or office(s) in CA/VO which will be responsible for action on the message should follow "VISAS"; e.g., VISAS FOR CA/VO/P. If possible, the substance of each message should be limited to the functional responsibilities of just one particular CA/VO unit. See "Who's Who in the Visa Office" for an

organizational breakdown of the Visa Office. If other bureaus should be provided a copy of the telegram, the bureau symbol of the country concerned should be added following "VISAS"; e.g., VISAS EAGLE, EUR/EE.

c. The prefix "CVIS" and the alien's name must be included in the "TAGS" line in all individual visa cases:

> EXAMPLE: TAGS: CVIS (DOE, John);

d. The type of case (such as NIV, IV, or PAROLE) in addition to the subject matter, must be included in the "SUBJECT" line:

> EXAMPLE: SUBJECT: NIV CASE-FRAUD; and

e. In addition to including the telegraphic code (such as GIRAFFE) in the caption line (not on the "SUBJECT" line), the code-word should start the text of the telegram (see 9 FAM Appendix E, 300 for telegraphic code words).

9 FAM 201.3 Cable Correspondence with Department of Homeland Security (DHS)

(CT:VISA-708;   02-23-2005)

Posts should address telegrams sent to a DHS district director or officer-in-charge at a port of entry according to the following examples:

(1)   EXAMPLE: Unclassified Telegram:

TO: *HQ BICE INTELHQICE Intel* WASHDC IMMEDIATE

FROM: AMEMBASSY ANKARA

E.O. 12958: N/A

TAGS: CVIS (DOE, JOHN ELLIS)

SUBJECT: ADJUSTMENT OF STATUS CASE

REF: NONE

HQ BICE INTEL PASS ELECTRICALLY DD/*ICE* CHICAGO.

VISAS DECEMBER JOHN DOE, etc.

(2)   EXAMPLE: Classified Telegram:

CONFIDENTIAL

TO: *HQ BICE INTEL* WASHDC IMMEDIATE

INFO: SECSTATE PRIORITY

AMCONSUL PALERMO

AMEMBASSY ROME

FROM: AMEMBASSY *MANILA*

E.O. 12958: ADS DECLASSIFY UPON RECEIPT

TAGS: CVIS (DOE, JOHN ELLIS)

SUBJECT: FRAUDULENTLY DOCUMENTED TRAVELER

REF: STATE 123456

> *HQ BICE INTEL* DECLASSIFY UPON RECEIPT AND SEND ELECTRICALLY

> TO DD/NEW YORK CITY AND OIC/JOHN F. KENNEDY IT'L AIRPORT ASAP.

> SUBJECT ARRIVING JFK/NYC ON FLIGHT AL123, etc.

9 FAM 201.4 Cable Correspondence when Federal Bureau of Investigation (FBI) is Addressee

(CT:VISA-708;   02-23-2005)

Required use of automated cable format for SAOs:

All posts should now be using the automated cable format for all security advisory opinion cables, and all other cables that show the FBI as an addressee. *The appropriate NIV or IV system will automatically generate SAO cables in the proper format ("dot.dot").* All NIV and IV DONKEY, EAGLE, BEAR, HORSE, and PEGASUS cables must be submitted in "dot.dot" format, including MANTIS cables.

Use of this format permits the FBI and other addressees to speed their processing of these cables because names and other details about visa applicants are presented in a format recognizable by automated systems. Essentially, this format consists of a number of standard fields; each designated by a three-letter abbreviation preceded by a space and two periods. Addition of text-only paragraphs following the dot.dot portion of the cable is appropriate, and, in many such cables, necessary to provide key details about the applicant. VLO 'positive' indicates the applicant has a class hit, which the SAO should consider. The hit itself must be included in the cable.

> Dot.dot abbreviation expanded field name:

..CAB:	cable (gives type, and informs other systems cable is automated)
..BOA:	begin applicant information
..NAM:	applicant's surname and given name
..NAT:	nationality

..DOB: date of birth

..SEX: applicant's gender

..VLO: visa lookout (positive, negative, unknown)

..COB: country of birth

..OCC: occupation

..EMP: employer

..PPT: type of passport

..VIS: visa class

..PPN: passport number

..ETD: estimated departure date

..LOS: length of stay

..NOE: number of entries

..RID: NIV or IV case number

..EOA: end of applicant information

Sponsor information in dot.dot format:

..BOS: begin sponsor information

..SNM: name of sponsor

..SSA: sponsor's street address

..SCT: sponsor's city

..SST: sponsor's state

..SZP: sponsor's zip code

..SCP: sponsor contact person

..STE: sponsor contact telephone number

Other data fields:

..PUR: purpose of visit

..ITN: itinerary